

**MALDON DISTRICT COUNCIL  
LOCAL DEVELOPMENT SCHEME  
2023 –2027**



Version No.	Version	Approval Process	Date
1.0	Original	Council	23 February 2021
1.1	Council approval	Director of Strategy, Resources and Governance and Director of Service Delivery as per Part 3b of the Council's Constitution in relation to the Terms of Reference for the Strategy and Resources Committee	14 Sept 2023
1.2	Update pending the release of the National Planning Policy Framework changes which were proposed in July 2024.	Assistant Director: Planning & Implementation in association of the Chairperson of Strategy and Resources Committee as agreed at Council 14 <sup>th</sup> September 2023.	29 Oct 2024
1.3	Update following the release of the National Planning Policy Framework Dec 2024.	Assistant Director: Planning & Implementation in association of the Chairperson of Strategy and Resources Committee as agreed at Council 14 <sup>th</sup> September 2023.	26 Feb 2025

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## **1.0 INTRODUCTION**

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- 1.1 This update to the Local Development Scheme follows the release of the National Planning Policy Framework on the 12<sup>th</sup> December 2024 and the Government's mandate to publish and submit to them an updated timetable for the review of the Local Plan by the 6<sup>th</sup> March 2025. From this point in this document, the Local Development Plan will be called the Local Plan.
- 1.2 The Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011, requires local planning authorities to prepare and maintain a Local Development Scheme. The purpose of the Local Development Scheme is to set out the subject matter, area to be covered and timetable for the preparation and revision of local development documents, including Supplementary Planning Documents (SPDs) and/ or Supplementary Plans (as any future legislation on Plan-Making sets out) as well as other planning policy documents such as development briefs, Conservation Area character appraisals and Local Plan evidence base documents.
- 1.3 In essence, it is a project plan setting out the timetable for work to be undertaken. This document is an update to the initial document published in March 2021 and sets out the project plan from January 2025 until the end of 2027. It sets out details of the documents that will be given priority during this period.
- 1.3 This Local Development Scheme has been prepared having regard to the Localism Act 2011, the Government's National Planning Policy Framework (NPPF) December 2024, and the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.
- 1.4 This Local Development Scheme document will:
- Provide details on the review of the Local Plan
  - Provide details on Supplementary Planning Documents that are already adopted, other planning policy documents and Evidence Base documents that the Council intends to produce and a timetable for their preparation up to 2027.
  - Outline the 'Milestones' to be achieved as part of the process leading to the adoption of the various documents.
  - Provide information on the Authority Monitoring Report;
  - Set out the resources available and any constraints.
- 1.5 It is important that plans for the future development of the District are produced in a timely and efficient manner. If not, development which is crucial to the social, economic and environmental well-being of the District and its residents may be delayed, the co-ordination of development and infrastructure provision may be difficult to achieve, and it puts at risk the Council's ability to defend planning decisions at appeals.

## **2.0 MALDON DISTRICT DEVELOPMENT PLAN**

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- 2.1 The Maldon District Local Plan together with the Essex Minerals Local Plan 2014 and the Essex and Southend-on-Sea Waste Local Plan 2017 and any made Neighbourhood Plans are part of the statutory Development Plan for the District. All planning applications should be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 2.2 On the 21 July 2017, the Secretary of State Approved the Maldon District Local Plan. This document includes the following components:
- The spatial strategy for future growth within the District for the period up to 2029;
  - Strategic development policies;
  - Development management policies; and
  - Land use allocations.
- 2.4 On approval, the Local Plan replaced the 'Saved Policies' in the Replacement Local Plan (2005) and became the Development Plan for the District. The approved Local Plan policies are listed in Appendix 1.
- 2.5 Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community.
- 2.6 Local planning authorities must publish information at least annually that shows progress with local plan preparation, report any activity relating to the duty to cooperate, any information collected which relates to indicators in the plan, and any policies which are not being implemented. Local planning authorities can also use the Authority Monitoring Report to provide up-to-date information on the implementation of any neighbourhood plans that have been brought into force and monitor the provision of housing for older and disabled people. It can help inform if there is a need to undertake a partial or full update of the local plan, when carrying out a review at least every 5 years from the adoption date.
- 2.7 The policies in the Local Plan which cover housing, including those covering the housing requirement are S2 and S3 and those covering the allocated strategic sites and garden suburbs S3, S4, S5, S6. The other housing policies within the plan are S7, S8, H1, H2, H3, H4, H5, H6, H7 and H8.
- 2.8 The Council determined on 23 February 2021 to carry out a review of its Local Plan.

Table 1: Timetable for a Review of the Local Plan

DOCUMENT TITLE	LOCAL PLAN REVIEW
Role and Content	To provide an update to the Adopted Local Development Plan 2014 – 2029 this will provide a planning policy framework and development

	strategy for Maldon District up to 2042. This will be called the Local Plan from herein.
<b>Coverage</b>	Maldon District
<b>Timetable</b>	Consult on Issues and Options (Reg 18) –Winter 2021/22 - Completed Consult on the Preferred Strategy Local Plan (Reg 18) –October to December 2026 Publish Draft Local Plan (Reg 19) – April to June 2027 Submit to the Secretary of State for Examination – August 2027 Adoption – Within 6 weeks of the Planning Inspectorate issuing its final letter to the Council stating the Local Plan is sound.
<b>Chain of Conformity</b>	Relevant Planning Acts and Regulations National Planning Policy Framework and Planning Practice Guidance Maldon District Corporate Plan Essex Minerals Local Plan 2014 and the Essex and Southend-on-Sea Waste Local Plan 2017 and any subsequent update of these documents. Local Plan Evidence base
<b>Resource</b>	Local Plans team; Other Council Officers; Co-operation with neighbouring local planning authorities; Co-operation with relevant stakeholders including infrastructure providers; Use of technology and web-based communication to assist with consultation; and Consultancy support to develop, review and update the evidence base and aid with the examination.

### 3.0 COMMUNITY INFRASTRUCTURE LEVY

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- 3.1 The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 and defined in the CIL Regulations 2010 (as amended). CIL is a locally set charge on new development that the Council will implement across the District. It is based on the size and type of development and once set in an area is mandatory to be paid and non-negotiable. The funds raised must be used to provide infrastructure which is required to support new development across the area.
- 3.2 CIL must be informed by an Infrastructure Delivery Plan and a CIL Viability Assessment. Both were previously published in 2014, have been updated in December 2020 and will be reviewed alongside the Local Plan Review.
- 3.3 Proposed CIL rates are published within a Draft Charging Schedule. The CIL Regulations 2010 (as amended) currently require consultation to be undertaken before the Draft Charging Schedule can be submitted to government.
- 3.4 Initial consultations were undertaken in 2014 on a Preliminary Draft Charging Schedule and the Draft Charging Schedule, which presented proposed CIL rates. With updated evidence it is proposed to recommence the work to bring forward CIL in

Maldon District. The Council is going to assess whether it can bring in a CIL prior to the adoption of the updated Local Plan. The timetable below is setting out a timetable for CIL if it was brought in alongside the Local Plan. If the Council bring CIL forward ahead of the Local Plan review then this Local Development Scheme will be updated.

Table 2: Timetable for a Community Infrastructure Levy

<b>DOCUMENT TITLE</b>	<b>COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE</b>
<b>Role and Content</b>	To establish a charging schedule for the application of a community infrastructure levy on new development
<b>Coverage</b>	Maldon District
<b>Timetable</b>	Consult on Preliminary Draft Charging Schedule – Autumn 2026. Publication of Draft Charging Schedule – Summer 2027 Submit to the Secretary of State for Examination – late Autumn 2027 Adoption – Within 6 weeks of the Planning Inspectorate issuing its final letter to the Council stating the Charging Schedule is sound.
<b>Chain of Conformity</b>	Relevant Planning Acts and Regulations National Planning Policy Framework and Planning Practice Guidance Maldon District Corporate Plan Local Plan Infrastructure Delivery Plan Viability assessment
<b>Resource</b>	Local Plans team; Other Council Officers; Co-operation with neighbouring local planning authorities; Co-operation with relevant stakeholders including infrastructure providers; Use of technology and web-based communication to assist with consultation; and Consultancy support to develop, review and update the evidence base and aid with the examination.

## 4.0 SUPPLEMENTARY PLANNING DOCUMENTS

- 4.1. Supplementary Planning Documents can be produced to build upon and provide more detailed guidance on the policies in the Local Plan. Supplementary Planning Documents are not subject to independent examination but are subject to public

consultation lasting 6 weeks. On adoption, they will have material weight in decision-making on planning applications.

4.2 The Council has adopted the following Supplementary Planning Documents.

**Table 3: Adopted Supplementary Planning Documents**

<b>TITLE</b>	<b>YEAR OF ADOPTION</b>
Maldon and Heybridge Central Area Masterplan	2017
Maldon District Design Guide	2017
South Maldon Garden Suburb Masterplan	2018
Renewable and Low Carbon Technologies	2018
Specialist Needs Housing	2018
Vehicle Parking Standards	2018
Affordable Housing and Viability	2018
Green Infrastructure Strategy	2019
North Quay Development Brief	2020
Essex Coast Recreational disturbance Avoidance Mitigation Strategy	2020

4.3 The Council will consider whether it is relevant to further update current adopted Supplementary Planning Documents as it progresses through the review of the Local Plan. There are proposed changes to national legislation around Supplementary Planning Documents, in that they will no longer be applicable and will have to become Supplementary Plans, subject to an examination, as set out in the Levelling Up and Regeneration Act 2023. An updated timetable for any applicable Supplementary Planning Documents will be produced if work on them is to be progressed.

## **5.0 MASTERPLANS, DEVELOPMENT BRIEFS AND DESIGN CODES**

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5.1 Set out below are the masterplans and design codes that have been endorsed by the Council for use in the consideration of planning applications.

**Table 4: Masterplans, Development Briefs and Design Codes**

<b>TITLE</b>	<b>YEAR OF ADOPTION</b>
North Heybridge Garden Suburb Strategic Masterplan Framework	Endorsed by the Council – October 2014
North Heybridge Suburb Strategic Design Code	Endorsed by the Council – February 2017
South Maldon Garden Suburb Strategic Design Code	Endorsed by the Council – March 2016

## **6.0 CONSERVATION AREA CHARACTER APPRAISALS**

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- 6.1 There are 14 Conservation Areas in the District. Twelve have a character appraisal or statement, which summarises the area's special character and appearance and makes recommendations for its appropriate preservation and enhancement.

## **7.0 ESSEX MINERALS AND WASTE LOCAL PLANS**

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- 7.1 It should be noted that Essex County Council is the Minerals and Waste Planning Authority for the Maldon District. The Essex Minerals Local Plan was adopted on the 8 July 2014 and the Essex and Southend-on-Sea Waste Local Plan was adopted on the 11 July 2017. A review of the Minerals Local Plan is currently underway: [Minerals and waste planning policy: Minerals and Waste Development Scheme | Essex County Council](#)

## **8.0 NEIGHBOURHOOD PLANS**

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- 8.1 The following neighbourhood areas have been designated:
- Althorne Parish Council - designated 3 December 2014
  - Great Totham Parish Council - designated 07 November 2016
  - Heybridge Parish Council - designated 14 January 2016
  - Latchingdon Parish Council - designated 25 April 2014
  - Mayland Parish Council - designated 30 June 2014
  - Tollesbury Parish Council - designated 27 February 2014
  - Woodham Walter Parish Council – designated 10<sup>th</sup> December 2024
- 8.2 The Burnham on Crouch Neighbourhood Plan was made by the Council on the 7 September 2017. Several other Neighbourhood Plans are in the pipeline. Further information on their progress can be found on the Council's website at [www.maldon.gov.uk](http://www.maldon.gov.uk)
- 8.3 The Wickham Bishops Neighbourhood Plan was made on the 30 June 2021. Langford and Ulting Neighbourhood Plan was made on the 31 March 2022. The Great Totham Neighbourhood Plan was made on the 6 July 2022.

## **9.0 STATEMENT OF COMMUNITY INVOLVEMENT**

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- 9.1 The Statement of Community Involvement sets out how the community will be engaged in the preparation of planning policy documents and in determining planning applications in the District. The Council adopted the Statement of Community Involvement (SCI) in 2018 and reviewed it in 2021.

## **10.0 AUTHORITY MONITORING REPORT**

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- 10.1 The Authority Monitoring Report (AMR) monitors the implementation and performance of policies and proposals in the Local Plan and helped to inform whether a Local Plan review is necessary. The Authority Monitoring Report provides further details on the

delivery of key Local Plan targets, including an Annual Position Statement relating to the Council's annual Five-Year Housing Land Supply.

- 10.2 The Authority Monitoring Report is produced as a series of factsheets. The Council will update and publish the following aspects of the Authority Monitoring Report annually:
- A statement on the progress of each document in the Local Development Scheme project plan;
  - An analysis of how or whether the policies of the Local Plan are delivering their objectives, including key targets, such as the number of net additional dwellings and the Five-Year Housing Land Supply figure;
  - Details of the self-build register – before December each calendar year;
  - Details relating to any neighbourhood plans that have been made in the last monitoring year;
  - Progress on the Local Plan Review.

## **11.0 LOCAL PLAN EVIDENCE BASE**

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- 11.1 The Local Plan and other policy documents will be supported by evidence-based documents. These documents do not form part of the Development Plan but provide robust and reliable evidence to inform production of new documents. These documents will also provide the evidence for supporting the Council's position through the planning application process. The current evidence base is available to view and download from the Council's website [www.maldon.gov.uk/Local Plan](http://www.maldon.gov.uk/Local Plan)
- 11.2 Given that the Council is reviewing its Local Plan, the evidence base that accompanies it will also be reviewed and updated as necessary.

## **12.0 RESOURCES**

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- 12.1 The Planning Policy & Implementation Service will be responsible for the delivery of the Local Plan Review, the production of any Supplementary Plans, Community Infrastructure Levy, the Statement of Community Involvement and the Authority Monitoring Report. In addition to these resources, there will also be contributions from other officers within the Council, notably Development Management, and Planning Enforcement.
- 12.2 As far as possible, projects will be jointly undertaken by officers to ensure smooth work flow in case of any staff absence. The Council will consider employing consultants if the need arises within allocated budgets to ensure that the timetables for work set out in this Local Development Scheme are adhered to where it does not have the expertise or capacity.
- 12.3 The Council will seek opportunities to work closely with neighbouring authorities in joint working arrangements for evidence base documents and research.

## **13.0 RISK ASSESSMENT**

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- 13.1 In preparing the Local Development Scheme, the following risks have been identified that may affect or delay the process of delivering the Local Plan and the production of other

planning policy documents. Contingency measures are suggested accordingly. The list is not exhaustive and does not include unlikely events which are difficult to foresee that temporarily cause a halt to normal Local Government operations.

<b>RISK</b>	<b>IMPACT</b>	<b>MITIGATION</b>	<b>RESPONSIBILITY</b>
<b>Revisions to national legislation and planning policy guidance</b>	<b>The Local Plan becomes out of date and/or evidence base, lack of clear guidance available.</b>	<b>Monitoring of national policy revisions.</b>	<b>Planning Policy &amp; Implementation Service</b>
<b>Delays in political agreement</b>	<b>Timetable would be impacted as set out in the Local Development Scheme. The District may not have a clear adopted planning framework to make decisions against.</b>	<b>Ensure Members are fully engaged in the formation of any policy documents and regularly briefed.</b>	<b>Director of Strategy &amp; Resources, Director of Service Delivery &amp; Assistant Director of Planning &amp; Implementation,</b>
<b>Lack of community engagement</b>	<b>The documents set out in the Local Development Scheme do not respond to community concerns, vital issues are not addressed.</b>	<b>Minimise by arranging a coordinated programme and if possible integrating individual engagement activities with other agencies</b>	<b>Planning Policy &amp; Implementation Service &amp; Communications Team</b>
<b>Staff changes or staff loss (staff leaving post/time delays in recruitment)</b>	<b>Loss of capacity leading to delays in work production, inconsistency in work flow, knowledge gaps</b>	<b>Use of specialist consultants to cover particular gaps in expertise.</b>	<b>Head of Planning Policy &amp; Implementation</b>
<b>Budget constraints</b>	<b>Insufficient budget to cover the costs of the work set out in the LDS</b>	<b>Agree a budget for the work set out in the Local Development Scheme and review through Project &amp; Programme Board arrangements, as well as monthly budget management &amp; assurance activities</b>	<b>Director of Strategy &amp; Resources; Director of Service Delivery; Assistant Director of Planning &amp; Implementation; S151 Officer; Head of Planning Policy &amp; Implementation</b>

Appendix 1: Maldon District - LOCAL PLAN Policy List

<b>Policy</b>	<b>Policy Title</b>
<b>S1</b>	<b>Sustainable Development</b>
<b>S2</b>	<b>Strategic Growth</b>
<b>S3</b>	<b>Place Shaping</b>
<b>S4</b>	<b>Maldon and Heybridge Strategic Growth</b>
<b>S5</b>	<b>Maldon and Heybridge Central Area</b>
<b>S6</b>	<b>Burnham-on-Crouch Strategic Growth</b>
<b>S7</b>	<b>Prosperous Rural Communities</b>
<b>S8</b>	<b>Settlement Boundaries and the Countryside</b>
<b>D1</b>	<b>Design Quality and the Built Environment</b>
<b>D2</b>	<b>Climate Change &amp; Environmental Impact of New Development</b>
<b>D3</b>	<b>Conservation and Heritage Assets</b>
<b>D4</b>	<b>Renewable and Low Carbon Energy Generation</b>
<b>D5</b>	<b>Flood Risk and Coastal Management</b>
<b>D6</b>	<b>Advertisements</b>
<b>E1</b>	<b>Employment</b>
<b>E2</b>	<b>Retail Provision</b>
<b>E3</b>	<b>Community Services and Facilities</b>
<b>E4</b>	<b>Agricultural and Rural Diversification</b>
<b>E5</b>	<b>Tourism</b>
<b>E6</b>	<b>Skills, Training and Education</b>
<b>H1</b>	<b>Affordable Housing</b>
<b>H2</b>	<b>Housing Mix</b>
<b>H3</b>	<b>Accommodation for 'Specialist' Needs</b>
<b>H4</b>	<b>Effective Use of Land</b>
<b>H5</b>	<b>Rural Exception Schemes</b>
<b>H6</b>	<b>Provision for Travellers</b>
<b>H7</b>	<b>Agricultural and Essential Workers Accommodation</b>
<b>H8</b>	<b>Provision for Houseboats</b>
<b>N1</b>	<b>Green Infrastructure Network</b>
<b>N2</b>	<b>Natural Environment and Biodiversity</b>
<b>N3</b>	<b>Open Space, Sport and Leisure</b>
<b>T1</b>	<b>Sustainable Transport</b>
<b>T2</b>	<b>Accessibility</b>
<b>I1</b>	<b>Infrastructure and Services</b>
<b>I2</b>	<b>Health and Wellbeing</b>

## Appendix 2 - Glossary

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**Authority Monitoring Report** - Assesses the implementation of the Local Development Scheme and the extent to which policies in the Local Plan are being successfully implemented.

**Development Plan Documents (DPDs)** - The plan which identifies the future development of the District, drawn up by the Council in consultation with the community.

**Development Management Policies** - A suite of policies in the Local Plan that provide detailed technical guidance relating to the delivery of specific types of new development or address specific detailed planning issues.

**Evidence Base** - The evidence that any development plan document is based on. Includes documents relating to housing, the economy, the environment, infrastructure and transport.

**Local Plan** - Sets out the planning strategy for future growth of the District over the next 15 years. It provides a spatial strategy for the delivery of the required future employment, homes, retail, community facilities and infrastructure. It identifies sites for new development and protects land for a variety of uses such as open space.

**Local Development Scheme** - A project plan which sets out the timetable for delivery of planning policy documents, the resources and risk involved.

**National Planning Policy Framework (NPPF)** - Sets out the government's planning policies for England and how these are expected to be applied.

**National Planning Practice Guidance (PPG)** - A web-based resource which provides more detailed guidance on the planning policies set out in the NPPF.

**Policies Map** - A visual representation of the policies in the Local Plan.

**Statement of Community Involvement (SCI)** - Sets out how the community will be engaged in the preparation of planning policy documents and in determining planning applications in the District.

**Supplementary Planning Documents (SPD)** - Adds further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Can be a material consideration in planning decisions but are not part of the development plan.